



DRAFT
MONTANA STATE EMPLOYERS COUNCIL
EXECUTIVE BOARD BUSINESS MEETING
MINUTES

Wednesday – October 24, 2007

8:30 a.m. – 3:30 p.m.

Walt Sullivan Building, 2nd floor conference room, Helena

Board Members Present: Cal Boyle, Karen Dellwo, Patty Nordlund, Betty Stone, Gary Willis, Chris Wilhelm, Kay Strayer

Guests: Keith Kelly, DLI Commissioner, Gary Warren, Bureau Chief, Job Service Operations Bureau

Recorder: Kay Strayer

I. Business Meeting - CALL TO ORDER: Cal Boyle called the meeting to order and welcomed everyone.

- A. Gary Warren, Bureau Chief for Job Service Operations welcomed MSEC and provided an update on Job Service Operations on the following: Statistical data from the Montana Department of Labor and Industry, Research and Analysis Division was used in the recent reorganization. The intent of the reorganization is to provide the greatest economic impact to the five economic regions in Montana. Job Service offices are updating processes to provide career counseling by educating staff on case management techniques, Labor Market Information, and assessment. Gary detailed his recommendation on local JSEC's need to obtain non-profit status. He also suggested MSEC may want consider charging a fee from JSEC's to support MSEC's services such as: consulting on 501 (c) 3 process, scholarships, educational opportunities, national speakers, annual conference, etc.
- B. Keith Kelly, Commissioner of Montana Department of Labor & Industry welcomed MSEC Executive Board members and provided an update on the WIRED (Workforce Innovation in Regional Economic Development) Program. Commissioner Kelly stated WIRED is a new approach to workforce development. The initiative is helping to ensure Montana is not divided into two specific economic regions. Training dollars are being used to fill the pipeline with a skilled workforce ready for bio-fuels, alternative energy, and bio-product industries.
- C. **Agenda Review:** No changes to the agenda.
- D. **Approval of Minutes from May 3, 2007 meeting:** No changes to the minutes from the May 3, 2007 Executive Board meeting. Betty moved to approve the minutes, Patty seconded, and approved by all members.
- E. **Correspondence:** A thank you note from Ted Morigeau, Fred Unmack Scholarship recipient, circulated to Board members. Thank you notes from four JMG students for the JMG scholarship were circulated among Executive Board members.

II. REPORTS AND UPDATES:

- A. **Treasurer's Report (Sylvia Murray, MSEC Treasurer submitted a report via mail):** A copy of the Treasurer's Report was passed out to all members present. **Current balance** is \$10,443.21. **Revenue** since the last report (May 21, 2007) totals \$1,220.541. Revenue sources included: \$76.31CD interest, Savings interest &.23, Refund of State Annual Fee \$15.00, Transfer from Savings for Scholarship Check \$200.00, and State Conference Raffle \$929.00. **Expenses** since the last report total \$896.75. Costs include \$196.75 Trophies for Awards Program, \$500.00 Scholarship for Ted Morigeau, and \$200.00 transfer from Savings for Scholarship check. **DISCUSSION:** None **ACTION:** Karen Dellwo moved to approve the Treasurers Report and Gary Willis second, approved by all and a copy was given to Kay for the permanent file.
- B. **2007 Annual Meeting Evaluations (Kay):** Board members were provided with copies of evaluation results from Bozeman JSEC/Managers conference.
- C. **Update on 2008 Conference (Kay):** The 2008 JSEC/Managers Conference is scheduled for April 14 – 17, 2008 in Great Falls. Rhonda Huseby, Great Falls Job Service manager and Barb Hardy, Great Falls JSEC Coordinator are excited about hosting the 2008 JSEC/Managers conference. Contracts have been signed for the meeting rooms and for 100 guest rooms at the Great Falls Holiday Inn. Chris Wilhelm, the new MSEC Coordinator will be coordinating the conference.

III. NEW BUSINESS:

- A. **JMG National Conference- financial support (Cal):** Cal facilitated discussion regarding continued support of the JMG program. **ACTION:** Betty moved to provide JMG with \$600 to assist with trip costs to Washington, DC in December 2007. Karen seconded and approved by all. The money donated by MSEC been used to purchase professional clothing and to provide \$50 in spending money to each student attending the annual National Leadership Conference in Washington, DC.
- B. **Increase Number of Area Representatives (Cal):** Cal proposed to increase the number of MSEC Executive Board Area Representatives to five in order to coincide with the new Job Service regions. Karen mentioned it would be good to have the Area Representatives work with the Job Service Regional Directors. Patti suggested the "Areas" mirror the "Regions". **ACTION:** Gary moved to adopt the five "Region" model for the "Areas". Patti seconded and approved by all. Cal will invite JSEC members to apply for the Area Representative position in Regions 1 (Bitterroot, Kalispell, Libby, Missoula, Polson or Thompson Falls) and Region 3 (Cut Bank, Great Falls, Havre, or Shelby).
- C. **JSEC 501 (c) 3 status (Cal):** Discussion on 501 (c) 3 status for local JSEC's. Cal proposed MSEC assist local JSEC's through the process of obtaining 501 (c) 3 status. Betty suggested MSEC send out a packet of information related to filing for 501 (c) 3 status and schedule a meeting in the Spring for JSEC's planning for file for their 501 (c) 3 status. Patti recommended JSEC Bylaws should reflect MSEC Bylaws. Cal recommended the MSEC Executive Board develop a boilerplate for all of the JSEC Bylaws. **ACTION:** Betty moved to have MSEC develop a boilerplate for JSEC Bylaws. Karen seconded and approved by all.
- D. **MSEC Scholarship Program (Kay):** Betty and Cal recommended no increases be made to the MSEC Scholarship Program due to changes in the MSEC funding stream.

- E. **MSEC Awards Program (Cal):** Cal expressed concern over lack of participation in the MSEC Awards Program. Karen suggested someone besides the JSEC Coordinator or JSEC Chair receive Award nomination information in order to potentially increase the number of nominations. Karen recommended an individual from each JSEC be appointed as the Award Coordinator.
- F. **Facilitated Strategic Planning and Goal Setting (Cal Boyle):** See attached MSEC'S 2007 – 2008 Goals to Achieve It's Vision.
- G. **Hidden Agenda:** Request to have Main Street Montana link sent to Executive Board members.

V. Next Meeting – January 30, 2007

VI. ADJOURN: There being no other business; the meeting was adjourned at 3:00 p.m.